

DRAFT RECLAMATION MANUAL RELEASE

Comments on this draft release must be submitted to kwhitford@do.usbr.gov by October 30, 2007.

Background and Purpose of the Following Reclamation Manual Policy

The Environmental Management Systems (EMS) Policy (ENV P05) was first released on October 24, 2006. It is being revised to address changes called for in Executive Order (EO) 13423, "Strengthening Federal Environmental, Energy, and Transportation Management" issued January 24, 2007. The Bureau of Reclamation's current Policy requires facilities to implement an EMS. Changes were made in EO 13423 to include the option for an *organization* approach to EMS implementation, which better supports existing Reclamation managerial structure and responsibilities. ENV P05 now defines Reclamation's "appropriate" organizations (i.e., those offices that are required to implement an EMS) as, at a minimum, the Technical Resource Office, area offices, and other appropriate organizations whose management structure is similar to that of an area office (e.g., Central Valley Project Office, Boulder Canyon Operations Office, Grand Coulee Power Office, etc.).

An EMS consists of planning, tracking, and reporting processes targeted at significant environmental issues and concerns. The objective of an EMS is to increase management control, decrease liability, and foster continuous improvement in addressing environmental impacts. This document establishes Reclamation's Policy for management, implementation, and maintenance of EMS at all appropriate organizations located on Reclamation lands to identify and remedy potential environmental impacts resulting from facility operations such as use of hazardous substances, oils, and generation of solid or hazardous waste associated. Many of the processes required under an EMS to properly manage environmental impacts are already occurring within Reclamation. An EMS attempts to increase management control over those activities by consolidating information and efforts into one system. Generally, Reclamation will focus the EMS on facility use of hazardous materials. The International Organization for Standardization (ISO 14001) is the preferred method of implementation.

The Reclamation Manual is used to clarify program responsibility and authority and to document Reclamation-wide methods of doing business. All requirements in the Reclamation Manual are mandatory.

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Subject:	Environmental Management Systems (EMS)
Purpose:	To establish the Bureau of Reclamation's environmental management policy and the responsibilities for implementation and maintenance of EMS at all appropriate organizations, or facilities on Reclamation lands. The benefit of this policy is continual improvement in managing Reclamation's environmental liability.
Authority:	Executive Order (EO) 13423, Strengthening Federal Environmental, Energy, and Transportation Management; Clean Water Act (CWA), 33 United States Code (U.S.C.) 1251 et seq., as amended; Clean Air Act, 42 U.S.C. 7401-7671q, as amended; Resource Conservation and Recovery Act, 42 U.S.C. 6901 et seq.; Toxic Substances Control Act, 42 U.S.C. 2601 et seq.; Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), 42 U.S.C. 9601 et seq.; Oil Pollution Act, 33 U.S.C. 2701-2761; Protection of the Environment Title 40 Code of Federal Regulations (CFR), Departmental Manual (DM); 515 DM 4.
Approving Official:	Commissioner
Contact:	Office of Program and Policy Services, Water and Environmental Resources Office, 84-55000

1. **Scope.** This document establishes Reclamation's environmental management Policy for the implementation, operation, and maintenance of EMS at all appropriate organizations located on Reclamation lands. This Policy requires that an EMS be used as the primary management approach to address potential environmental impacts associated with the use of hazardous substances, oils, and generation of solid or hazardous waste from Reclamation activities. The International Organization for Standardization's (ISO) 14001 is the preferred model for implementation.
2. **Introduction.** An EMS focuses on management practices rather than specific activities. It is a planning, tracking and reporting tool used by the appropriate organization to address Reclamation management's significant environmental issues and concerns. An EMS also provides a framework for senior-level management of Reclamation's environmental liability, and may incorporate general requirements or targets, although an EMS does not specify how those requirements will be implemented.
3. **Environmental Management Policy.** To the greatest extent possible, Reclamation is committed to waste minimization, pollution prevention, and continual improvement of

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environmental practices through the implementation and maintenance of an EMS. At a minimum, an EMS will be applied to the systematic control and mitigation of the environmental impacts of hazardous substances, oils, and solid or hazardous waste. Senior-level management shall ensure support of this policy by incorporating an EMS into all appropriate organization management, operations, or maintenance. Management of significant environmental aspects shall be achieved through policy, planning, funding, implementation, measurement, evaluation, and managerial review. (See Reclamation Manual (RM) Policy, *Hazardous Waste and Material Management*, ENV P01.)

Reclamation is committed to:

- A. Compliance with the applicable environmental laws cited above, as well as pertinent regulations and other requirements of the Department of the Interior and Reclamation;
 - B. Implementation and maintenance of this Policy;
 - C. Communication of this Policy and associated EMS information to all employees;
 - D. Communication of this Policy to the public and to appropriate partners with the potential to interact with the environment; and
 - E. Establishment, management, and maintenance of programs and procedures used to audit and monitor appropriate organization activities, on Reclamation lands, that have potential environmental impacts.
4. **Terms and Definitions.** For the purposes of this document, the following terms and definitions apply.
- A. **Appropriate Facility.** A facility on Reclamation lands, that has the potential to exhibit significant environmental impacts based on the identification and evaluation of its environmental aspects. Each appropriate facility's activities must be included and evaluated as part of an appropriate organization's EMS.
 - B. **Appropriate Organization.** The management or organizational level required to develop, implement and maintain an EMS to address significant environmental impacts at its facilities or operations. At a minimum, the Technical Resource Office, area offices, and other appropriate organizations whose management structure is similar to that of an area office (e.g. Central Valley Project Office, Boulder Canyon Operations Office, Grand Coulee Power Office, etc...) are appropriate organizations.

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- C. **EMS.** Management practices that develop, implement, and support Reclamation's Environmental Policy, and manage the environmental impacts of Reclamation activities. An EMS is affected by an appropriate organization's structure, planning, responsibilities, practices, procedures, processes, and resources.
 - D. **Environmental Aspect.** That part of a Reclamation activity that, at a minimum, involves the use of hazardous substances, oils, and generation of solid or hazardous waste in support of water delivery, or power generation, and that may result in an environmental impact (e.g., the accumulation of used solvent resulting from a vehicle maintenance activity).
 - E. **Environmental Impact.** Any qualitative or quantitative change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's operation, maintenance, or management. At a minimum, this includes the use or generation of hazardous substances, oils, and generation of solid or hazardous waste.
 - F. **Hazardous Substance.** Any substance pursuant to the definitions established through CWA Sections 311 and 307(a); CERCLA Section 102(a), and that appear at 40 CFR 302.4. (Also see 40 CFR 373.4)
 - G. **ISO 14001.** The first of the ISO 14000 Series guidance published by the International Organization for Standardization. ISO 14001: 2004, *Environmental Management Systems - Requirements with Guidance for Use*, is the EMS implementation model preferred by Environmental Protection Agency, the Department, and Reclamation.
 - H. **Oils.** Oil of any kind or in any form, including but not limited to, petroleum, fuel oil, sludge, oil refuse, and oil mixed with wastes other than dredged spoil. (See CWA 33 U.S.C. 1321 and 40 CFR 109.2, 112.2, 113.3)
5. **Responsibilities.**
- A. **Regional Directors.** Regional directors are responsible for compliance with all applicable environmental requirements, and for implementation of an EMS in their region in accordance with RM Directive and Standard (D&S), *EMS*, ENV 05-01. Regional directors must develop an implementation plan and schedule to ensure that all appropriate organizations have a fully operational EMS by the December 31, 2008 deadline established in EO 13423 or by a date negotiated with the Office of the Federal Environmental Executive.
 - B. **Reclamation EMS Coordinator.**

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- (1) The Reclamation EMS Coordinator under the Director, Office of Program and Policy Services, is responsible for the development of RM Policy and D&S relevant to Reclamation's development, implementation, and monitoring of an EMS at all appropriate organizations on Reclamation lands. The EMS Coordinator provides technical assistance and guidance to regional, area office and program office staff on implementation, technical issues, and development of EMS environmental performance measures.
- (2) The Reclamation EMS Coordinator will coordinate the collection of Reclamation-wide data on implementation and performance of all Reclamation EMS.